

**WEST HANOVER TOWNSHIP WATER & SEWER AUTHORITY
7901 JONESTOWN ROAD, HARRISBURG, PA
WEDNESDAY, JANUARY 18, 2017
REORGANIZATION MEETING**

CALL TO ORDER

Chairman Steinmeier called the reorganization meeting to order at 6 p.m., followed by the Pledge of Allegiance.

Mr. Steinmeier announced that an Executive Session was held on January 10, 2017 to discuss professional services.

ATTENDANCE

Donald L. Steinmeier, Chairman
Michael A. Kreiser, Vice Chairman
Thomas Stewart, Treasurer
William Rehkop, Secretary

REORGANIZATION

Mr. Steinmeier asked Mrs. Martin to oversee the election of the Chairman. Mrs. Martin called for nomination for Chairman.

Election of Chairman. ***Mr. Steinmeier moved, seconded by Mr. Stewart, to nominate Michael Kreiser as Chairman for 2017. The motion was unanimously approved.***

Chairman Kreiser called for the election of the remaining officers of the Board.

Election of Vice Chairman. ***Mr. Stewart moved, seconded by Mr. Rehkop, to nominate Donald Steinmeier as Vice Chairman for 2017. The motion was unanimously approved.***

Election of Secretary. ***Mr. Stewart moved, seconded by Mr. Steinmeier nominate William Rehkop as Secretary for 2017. The motion was unanimously approved.***

Election of Treasurer. ***Mr. Rehkop moved, seconded by Mr. Steinmeier, to nominate Thomas Stewart as Treasurer for 2017. The motion was unanimously approved.***

Election of Assistant Secretary. ***Mr. Stewart moved, seconded by Mr. Steinmeier, to nominate Kenneth Tyndale as Assistant Secretary for 2017. The motion was unanimously approved.***

Election of Assistant Treasurer. ***Mr. Stewart moved, seconded by Mr. Steinmeier, to nominate Mark Salisbury as Assistant Treasurer for 2017. The motion was unanimously approved.***

Appointment of Accountant. ***Mr. Stewart moved, seconded by Mr. Steinmeier, to appoint Diana M. Reed & Associates as Authority's accountant, as needed, for 2017. The motion was unanimously approved.***

Appointment of Depositories. ***Mr. Stewart moved, seconded by Mr. Rehkop, to appoint Fulton Bank and Mid Penn Bank as the Authority's depositories for 2017. The motion was unanimously approved.***

Appointment of Authority Solicitor. **Mr. Stewart moved, seconded by Mr. Steinmeier, to appoint Daley, Zucker, Meilton, Miner as the Authority's solicitor for 2017. The motion was unanimously approved.**

PUBLIC COMMENT

No public comment was offered at this time.

APPROVAL OF MINUTES

Regular Meeting, December 20, 2016. **Mr. Stewart moved, seconded by Mr. Rehkop, to approve the Minutes as distributed. The motion was unanimously approved.**

FINANCIAL REPORTS

Mrs. Martin reported that the prepaid invoices as of 12/31/16 totaled \$60,797.17. She also reported that the pending invoices for expenses incurred in 2016 totaled \$5,145.92.

Mr. Stewart moved, seconded by Mr. Steinmeier, to approve the prepaid invoices in the amount of \$60,797.17. The motion was unanimously approved.

Mr. Stewart moved, seconded by Mr. Rehkop, to approve the pending invoices in the amount of \$5,145.92. The motion was unanimously approved.

Mrs. Martin also reported that the prepaid invoices for 2017 totaled \$11,205.41. She also reported that the pending invoices for 2017 totaled \$6,599.90.

Mr. Steinmeier moved, seconded by Mr. Stewart, to approve the prepaid invoices in the amount of \$11,205.41. The motion was unanimously approved.

Mr. Rehkop moved, seconded by Mr. Stewart, to approve the pending invoices in the amount of \$6,599.90. The motion was unanimously approved.

The December receipts totaled \$74,836.

OLD BUSINESS

HRG Proposal Letter. Mr. Shope reported that HRG wanted to begin survey work the week of January 23 on the Houck Manor and Holiday Park sewer extension project. Mr. Shope also reported that he would be working with the Authority and Township to send a letter to the residents affected by the project to advise them of the survey work. He indicated it would need to be sent by no later than January 20, 2017.

Mr. Shope suggested that the second public meeting should be held when the design project is approximately 60 percent complete. By consensus, the members agreed with that suggestion.

Mr. Shope also suggested that the Authority grant some latitude to have HRG research and make a recommendation on what grinder pump(s) would be best for the application for the project even if that recommendation would be a manufacturer other than what is called for in the Authority Construction Manual. Mr. Shope indicated that pumps might be available through the Costars program.

Mr. Shope asked the Authority to authorize HRG to also include Moyer Road in the design at an additional cost of \$8,700.

Mr. Stewart moved, seconded by Mr. Steinmeier, to authorize HRG to include Moyer Road in the design at a cost of \$8,700. The motion was unanimously approved.

Mr. Shope stated he would send a confirmation letter to HRG authorizing the work. Mr. Shope also stated that the Authority should suggest to the residents of Houck Manor and Holiday Park that they have their electrical systems evaluated to ensure the homes would be able to handle grinder pumps at homeowner cost.

In addition, Mr. Shope stated that he believed that the solicitor should be asked to offer a legal opinion regarding the 150-foot measurement from the lateral.

Mr. Shope suggested that the solicitor review the HRG contract.

Mr. Stewart moved, seconded by Mr. Rehkop, to authorize acceptance and execution to sign the HRG contract pending review by the solicitor. The motion was unanimously approved.

NEW BUSINESS

Newsletter Article. Mr. Salisbury called the members' attention to the proposed newsletter article for the next edition of the Township Newsletter. By consensus, the members agreed to a small change after which they agreed that the article should be forwarded to the Township Office as written.

Payroll Direct Deposit. Mr. Salisbury reported that he and Mrs. Martin would be meeting with staff from Mid-Penn Bank on February 8, 2017 to discuss the possibility of direct deposit for Authority staff payroll as well as any Board member who would be interested.

He stated that he would report back to the Board at the February meeting as to the outcome of their meeting.

PUBLIC COMMENT

No public comment was offered.

CORRESPONDENCE

Mr. Salisbury briefly reviewed the information included in the packets including a letter to Mr. Yost thanking him for his years of service to the Authority. In addition, Mr. Salisbury called the members' attention to several sessions that would be offered at the PMAA Conference in September including board member training, to which several Board members expressed interest in attending.

AUTHORITY MEMBER COMMENTS

Tom Stewart. Mr. Stewart had no comments.

Bill Rehkop. Mr. Rehkop had no comments.

Mike Kreiser. Mr. Kreiser had no comments.

Don Steinmeier. Mr. Steinmeier stated that the Township was in the process of making arrangements to take credit cards and suggested that perhaps the Authority should do the same thing. He added that the Township was also looking into the possibility of extending the public water line to the Park & Rec building.

REPORTS

Authority Manager. Mr. Salisbury submitted his monthly written report, as well as a report outlining activities during 2016.

Engineer. Mr. Shope had no further report.

Solicitor. No solicitor was present at the meeting.

ADJOURNMENT

Mr. Stewart moved, seconded by Mr. Steinmeier, to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 7:13 p.m.

Respectfully submitted,

Gail A Martin
Recording Secretary